



Quick Sheet: Revise Submitted Grant Form

Audience: Grantees**Role:** Revise Submitted Grant Form

Background

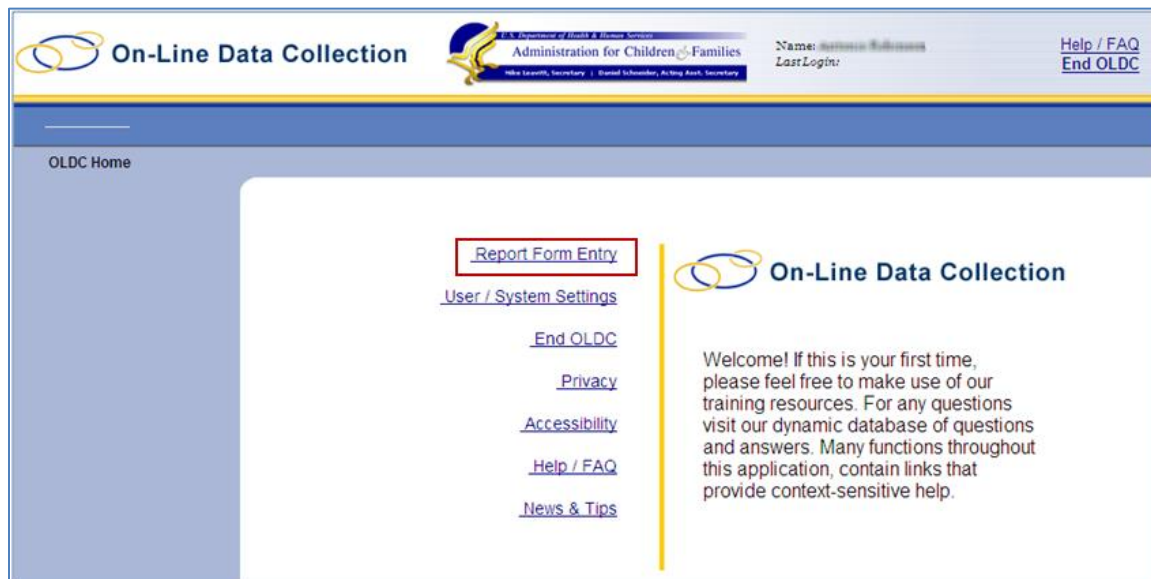
Once a Report Form is approved, the process is complete. However, if a Grantee needs to make a change, they still have the option of creating a Revision if allowed by policy. The Grantee must have the role *Revise Submitted Grant Form* to create a Revision.

A Revision is an exact duplicate of the Accepted Report Form, only the data fields are open and modifications can be made. The original Report Form does not change and can be accessed by clicking "View Original" from the Status page.

There is no limit to the number of Revisions for a single Report Form. However, if a Revision is made after the Report Form's due date; the Grantee will not be able to submit the Revision and must instead contact the Federal Office for assistance.

Create a Revision

1. To create a revision, click Report Form Entry from the OLDC Home page.



- The “Program & Grantee Selection” screen displays. Select a **Program, Grantee, and Report Name** (in that order), and then click **Enter**.

OLDC Home Grantee Selection

Program & Grantee Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Program Name:](#) Low Income Home Energy Assistance

Step 2: [Grantee Name:](#) AK [redacted] (1993-2014) ALASKA

Step 3: [Report Name:](#) Carryover and Reallotment (0970-0106)

Enter

- The “Grant & Report Period Selection” screen displays. Choose a **Funding/Grant Period, Report Period**, select the Action **New/Edit/Revise Report**, and then click **Enter**.

Grantee Selection Report Selection

Reporting Period Selection

[Program Name:](#) Low Income Home Energy Assistance
[Grantee Name:](#) ALASKA
[Report Name:](#) Carryover and Reallotment Report

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: [Period Covered By This Report:](#)

Select	Reporting Period:	Status:
<input type="radio"/>	10/01/2012 - 09/30/2013	
<input checked="" type="radio"/>	10/01/2011 - 09/30/2012	Submission Accepted by CO
<input type="radio"/>	10/01/2010 - 09/30/2011	
<input type="radio"/>	10/01/2009 - 09/30/2010	
<input type="radio"/>	10/01/2008 - 09/30/2009	

Step 2: [Select Action:](#) New / Edit / Revise Report

Enter

- The "Report" screen displays. The Report screen appears exactly like the original Form. However, the Report name includes Revision and the Revision number at the end of the line.

The submission of a Revision follows the exact same process as the submission of the original Report Form: Initialize, Save, Validate, Certify, and Submit. If a Revision needs to be made after the due date has passed, the Federal Office may need to submit on behalf of the Grantee.

When a Revision is submitted, the Report Form Status page appears. The most recent Revision is listed first in the Status table, followed by earlier revisions, and ending with the original Accepted Report Form.

Report Form Status				
Report Submissions:	Report Status:	Status Date:	Report Action:	Print:
View Revision # 1	Submitted with Warnings	11/14/2012	Unsubmit Report Review	Print as PDF Go
View Original	Submission Accepted by CO	11/14/2012		Print as PDF Go

Report Status History

The Federal Office follows the same approval process as the original. The Form must be brought under Review, and then Approved.